

# DocketPORT<sup>®</sup> 467

**The Perfect Document management Solution**

## User Guide



## CE Conformity and FCC Statement .....

**CE** This equipment has been tested and found to comply with the limits of the European Council Directive on the approximation of the member states relating to electromagnetic compatibility according to EN 55022/55024 Part 15 B

**FC** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.  
However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Increase the separation between the equipment and receiver
- Move the computer away from the receiver
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

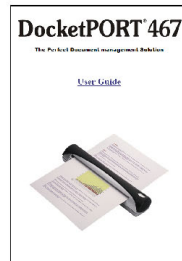
### Trademarks

Windows, Windows Me, 2000 & XP, Vista and Microsoft are the registered trademarks of Microsoft Corporation. Adobe ACROBAT Signature is registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

## What's included with this package .....



DocketPORT 467 Scanner



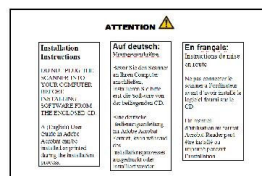
User Manual  
Printable from CD only



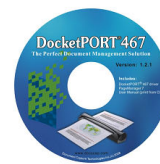
USB Cable (6ft.)



Carrying Sack



Installation Guide



Installation CD

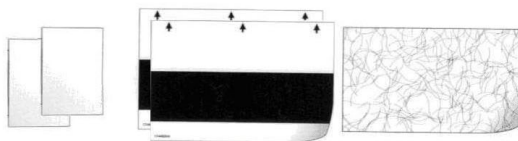


Photo Sleeves (2) for scanning pictures,  
Calibration sheets (2), Cleaner sheet (1)

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## **Welcome .....**

**Thank you for purchasing our DocketPORT® 467 document scanner.**

**We have designed this product to provide you the user with a simple and effective tool to capture, manage and archive documents of many types. We encourage you to read this short, but important *User Guide* carefully.**

**Your DocketPORT® 467 scanner has the latest technology and compatible drivers. These drivers are certified by Microsoft for Windows Vista, and XP (SP2) and have been tested to be compliant with Windows 2000 (SP4) operating systems. We also feature a TWAIN 1.9 compatible driver that will work with thousands of imaging applications. If you experience any difficulty with these drivers, please check our website [www.docucap.com](http://www.docucap.com) to verify that you are using the latest version.**

## ***Installation of Software & Hardware .....***

**(FOR BEST RESULTS PLEASE INSTALL THE SOFTWARE FROM THE CD PROVIDED BEFORE PLUGGING IN YOUR SCANNER)**

*NOTE: As a precaution, a RED warning label has been placed over the computer end of the USB plug to remind you to install the software CD first. Remember to remove this warning label prior to using the USB cable.*

### **Install Scanner Driver Software**

- a) Insert the installation CD into your CD-ROM drive.
- b) The installation program will begin automatically.
- c) Select “Install Scanner Driver” option and follow the installation instruction.

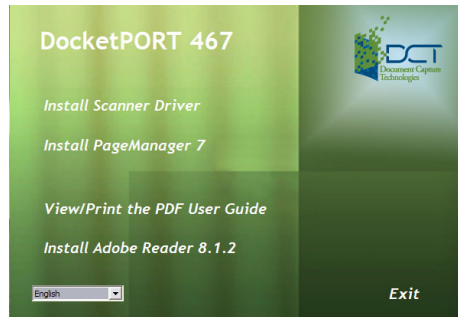


Fig. 1

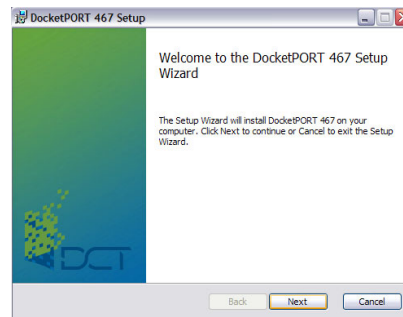


Fig. 2

- d) If your CD does not start automatically then double click the MY COMPUTER icon on your Windows desktop, then double-click the CD-ROM drive icon. You can also manually start the installation by selecting the SETUP.exe icon located in the Driver folder on the CD.

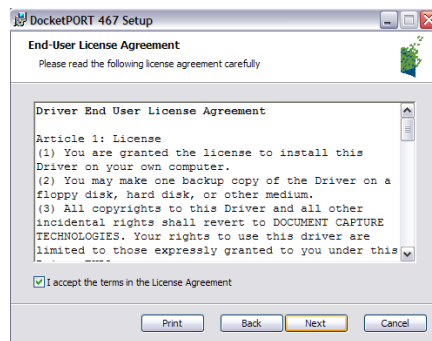


Fig. 3

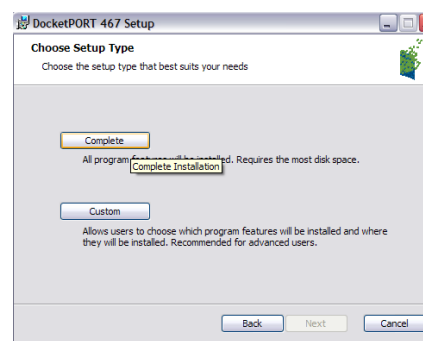


Fig. 4

- e) Accept the EULA agreement and select the “Complete” installation button.
- f) Follow the on screen step-by-step setup to complete the driver installation.

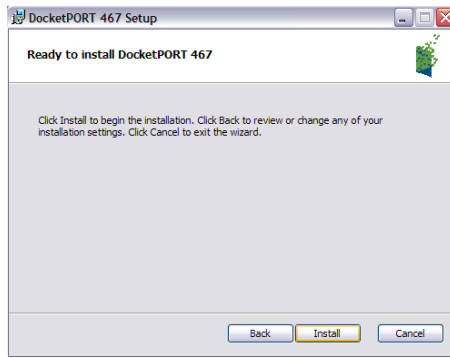


Fig. 5

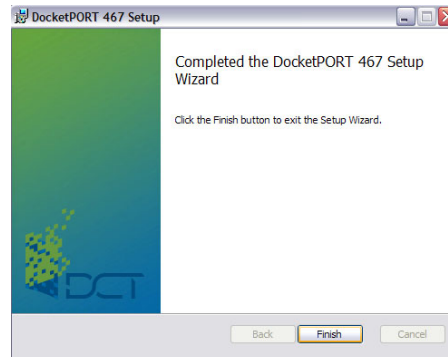


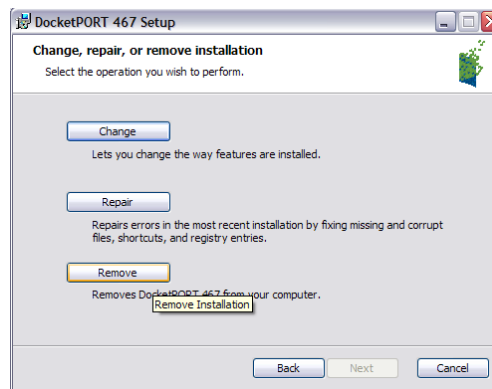
Fig.6

- g) At the end of the driver installation process you will be redirected back to the main menu.
- h) If you wish you can update to Adobe Reader 8.0 at this time.
- i) Install the Presto! PageManager 7 application to start scanning your documents today.
- j) You can always update or install these applications at a later time.

NOTE: After you have completed all your software installations, we strongly recommend that you restart your computer even though you are not requested by Windows to do so.

## **Uninstall Scanner Driver Software**

- a) If you should need to un-install the scanner driver, you can do so by inserting the installation CD and run the “install driver” setup again.
- b) The second installation process will display a different setup window (see below).
- c) Select the **Remove** option and your scanner driver will be uninstalled.
- d) To remove PageManger7 or Adobe Reader 8.0 you will need to uninstall these from **Add or Remove Programs** under Control Panel.



## **Install Scanner hardware .....**

*NOTE: Proceed with this step only if you have successfully install the scanner driver.*

- a) **Connect the USB cable provided to your computer and scanner.**
- b) **Make sure the red warning label is removed before connecting this end to your computer.**
- c) **You may need to reconnect the cable to another USB port on your computer if the scanner cannot be detected initially. (Check your computer's user guide to identify other available USB ports and their locations.**



Fig. 1

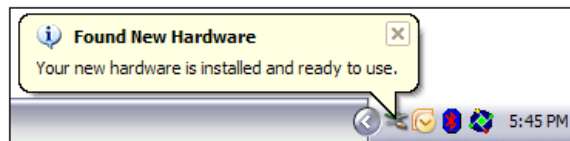


Fig. 2

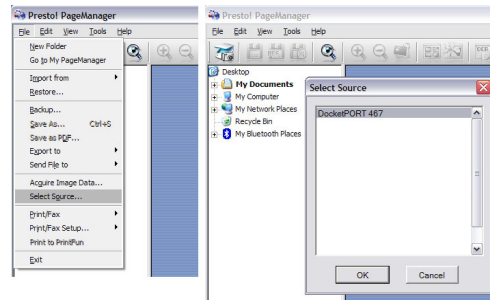
- d) **When your driver software has been installed successfully you will see the following information displayed from your system tray when you connect the scanner to the computer (see above).**

## Initial Setup with PageManager 7 .....

*NOTE: Calibration is a critical step in setting up your scanner. This process will balance the image quality between your computer and the scanner unit. If at any time you switch the scanner to another computer then you will need to reinstall the scanner driver and recalibrate the scanner.*

### Selecting Scanning Source

- When using Presto! PageManager7 for the first time you will need to define the Scanning Source this application will be using. This also applies when switching to another scanner.
- Run the PageManger7 application and select file in the toolbar menu.
- Under file pull-down menu choose the Select Source option, then your model.



### Performing Scanner Calibration

- To calibrate your scanner select the acquire image data icon (scanner and camera icon) under the toolbar menu. (see Fig. 1)

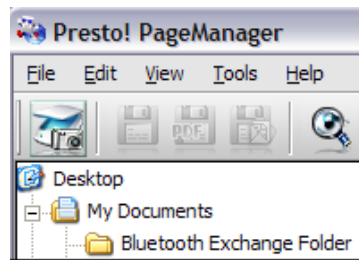


Fig. 1

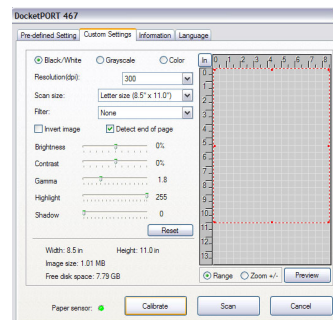
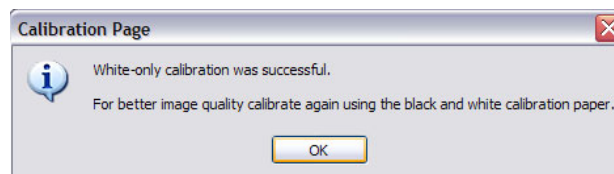


Fig. 2

- The TWAIN user interface screen will appear (see Fig. 2).
- Insert the calibration target with the printed arrow end first.
- Make sure the black bar side is inserted faced down then select the Calibration button.

*NOTE: When the image quality has become unsatisfactory, we recommend you clean the scanner with the included cleaning Sheet (see Tips & Cautions page) and then recalibrate the scanner.*

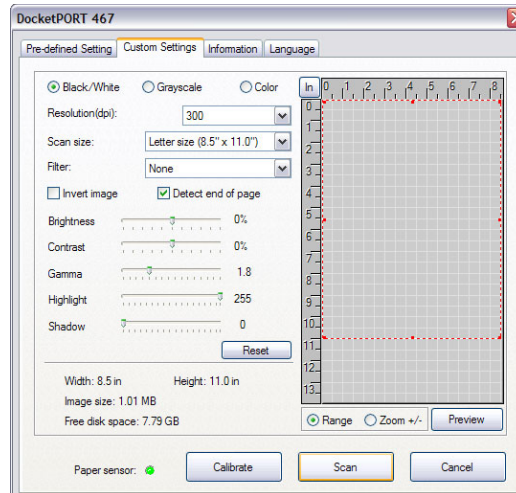
*If you lose or forget the calibration target when traveling, use any plain "white" piece of printer paper to perform the calibration. The following message will appear (see below). Select "OK" and proceed to scanning.*



## *Using your Scanner .....*

### Defining your document and image settings with your Presto! PageManager 7.

- 1) TWAIN Custom Settings control panel page allows you to select from the most common paper sizes, image settings and basic file output information.
- 2) Scanned image files are saved and displayed as JPEG format.



- 3) The TWAIN control panel (shown above) allows you to control all details and settings of the scanner. This type of “fine-adjustment” may be necessary for some of your document need.
- 4) When scanning documents make sure the image side to be captured is inserted faced down.
- 5) Please note the Page Tabs at the top of the TWAIN control panel; they are: **Custom Settings**, **Information**, and **Language**. Take a moment to explore these Tabs and their functions. The Information Tab provides important information regarding the software driver version. This may be required if you want to know if the software you are using is the latest version.
- 6) The Custom Settings control panel allows you to change the settings to the detailed specification that you feel are required. You can adjust the Mode, Resolution, Filter (None or De-screen) together with scanning size. In addition, you can also adjust the Brightness, Contrast, Color (Gamma), Highlight and Shadow of the image with the 5 slide-bar controls. In case you forget the original settings of these slide-bar controls, you can press the **RESET** button, which restores these settings to the scanner default settings. Once your settings are defined, select either “Preview” button to take a quick look at how your image will look in the scanning window or you can press “**SCAN**” button to perform final scanning.

### Using DocketPORT® 467 scanner with other applications

DocketPORT® 467 scanner driver is fully TWAIN compliant; you can use it with literally thousands of applications that use standard TWAIN device input. From desktop publishing to games, and from faxing to business card scanning, you will discover many useful applications for this scanner. Simply select from your program’s “Scanning Source” options and look for the DocketPORT® 467 list. Sometimes “Scanning Source” options may be found under TWAIN devices available or “import from”.



## ***Tips & Cautions*** .....

Your DocketPORT® 467 scanner will provide you a long and productive service. We encourage you follow the suggestions listed below to prolong your investment and improve the convenience and quality of your scanning and document management experience.

- ☹ Do not introduce stapled items or pages into the scanner.
- ☹ Do not scan documents that have chipped or un-dried White-Out.
- ☹ Do not insert any type of adhesive material, even POST-IT paper.



- 😊 Make sure the leading edge of your documents are straight and not wrinkled or folded. Insert document at level to the intake slot. If your document has a fold, sharp-bend or is wrinkled, you will need to straighten or flatten it first before scanning.
- 😊 Clean the scanner with the included cleaning sheet and 70% isopropyl alcohol (not included). Place a few drops along the middle of the cleaning material and proceed to the **Calibrate** menu, select **CLEAN** instead.  
Your scanner will automatically pass the cleaning material back and forth over the internal image sensor glass.

## ***Technical Support & Warranty .....***

### ***FREE SUPPORT THROUGH EMAIL & WEB***

Visit our website at [www.docucap.com](http://www.docucap.com). Click the Support section where you can access valuable information including: Installation guides, FAQ's, spare parts ordering, troubleshooting, driver downloads, and email your scanner issue to [support@docucap.com](mailto:support@docucap.com).

### ***TECHNICAL SUPPORT BY TELEPHONE***

**1-408-436-6152 (10:00 A.M. - 5:00 P.M. U.S. Pacific Time Monday - Friday)**

For all DocketPORT® products you can speak directly to a technical support representative or leave a message for call-back. You will be connected to a highly trained, friendly, and professional support agent who will work with you to resolve your issue. For expediency, please be in front of your system with your software and documentation handy for troubleshooting.

\*Telephone support calls will usually be answered within 1 business day, however we strongly suggest that you make contact via email first, to provide an explanation of the problem you are experiencing and a call back number if is necessary for us to speak to you directly.

## ***Product Warranty Information.....***

Statement of Limited Warranty for the United States, Canada and European Economic Community:

**Machine – DocketPORT® 467**

**Warranty Period – 1 year** \*Contact your place of purchase for warranty service information

### **Warranty for Machines:**

The manufacturer warrants that each machine is free from defects in materials and workmanship and conforms to the manufacturers published specifications. The warranty period for a machine is a specified, fixed period commencing on its date of purchase, as evidenced by your original sales receipt.

### **Extent of Warranty:**

The warranty does not cover the repair or exchange of a machine resulting from misuse, accident, modification, unsuitable physical or operating environment, improper maintenance or failure caused by a product for which the manufacturer is not responsible. The warranty is voided by removal or alteration of machine parts or identification labels.

### **Items not covered by the warranty:**

Host computer operating systems, application programs or hardware configurations

For customer service or further warranty information please email [support@docucap.com](mailto:support@docucap.com).

Please provide model name and number, place and date of purchase, your name and daytime telephone number and a description of the difficulty you are experiencing. You will normally receive a written email response or call-back with 1 business day.

### **Document Capture Technologies Inc.**

1798 Technology Dr. Suite 178

San Jose, California 95110

Main Number +1-408-436-9888

Technical Support +1-408-436-6152

[sales@docucap.com](mailto:sales@docucap.com)

Updated Drivers and User Guides

<http://www.docucap.com/index.php?/downloads/index>